

Inmate Handbook and Orientation

509.1 PURPOSE AND SCOPE

This policy provides for the orientation of inmates booked into the Shasta County Sheriff's Office facility. The purpose of the orientation is to inform inmates of the jail routine, rules, inmate rights, and services.

509.2 INMATE ORIENTATION

All new intakes are made aware of the inmate orientation handbook available to them on the inmate kiosk located in each housing unit.

Both written and verbal information shall be provided and may be supplemented with video orientation. Accessible orientation information shall be provided to each person, including those with disabilities, limited literacy, or those with limited English proficiency (LEP).

Information shall be provided during the inmate orientation process in booking, on how to complete request forms and grievances if an inmate cannot read or write. Inmates are encouraged to ask a correctional deputy in person for assistance with completing a request or grievance. If they do not feel comfortable asking a deputy, they can get assistance from another inmate.

Orientation shall include but is not limited to:

- (1) correspondence, visiting, and telephone usage rules;
- (2) rules and disciplinary procedures;
- (3) inmate grievance procedures;
- (4) programs and activities available and method of application;
- (5) medical and mental health services;
- (6) classification/housing assignments;
- (7) court appearance where scheduled, if known;
- (8) voting, including registration; and,
- (9) zero tolerance policy against sexual abuse and sexual harassment; and,
- (10) availability of personal care items and opportunities for personal hygiene.